

## I. LICENSE BY RECIPROCITY

### A. Cosmetology License by Reciprocity Application Requirements

- At least 18 years of age
- Completed tenth grade education or equivalent
- Original License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Other jurisdiction must require 1500 hours of education. If not, one (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed a minimum of 1000 hours of education.
- Other jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

### B. Manicurist License by Reciprocity Application Requirements

- At least 18 years of age
- Completed eighth grade education or equivalent
- Original License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Your jurisdiction must require four hundred fifty (450) manicurist education hours in a cosmetology school. **If not**, one of the following would also qualify:
  - 1) Licensed for **LESS THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of **300** hours of education.
  - 2) Licensed for **MORE THAN** 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of **100** hours of education.
- Your jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

### C. Esthetician License by Reciprocity Application Requirements

- At least 18 years of age
- Completed tenth grade education or equivalent
- Original License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Your jurisdiction must require 700 esthetician education hours in a cosmetology school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of 400 hours of education.
- Your jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

### D. Electrology License by Reciprocity Application Requirements

- At least 18 years of age
- Must hold a valid Indiana cosmetology license or Indiana esthetician license

- Completed tenth grade education or equivalent
- Original License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Your jurisdiction must require 300 electrology education hours in a cosmetology school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of 200 hours of education.
- Your jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.
- If you have been **convicted of a crime**, you must filed documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

#### **E. Barber License by Reciprocity Application Requirements**

- At least 18 years of age; or 17 years of age and is a graduate of high school
- Original License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Your jurisdiction must require 1500 hours of education or one (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed a minimum of one thousand (1000) hours of education.
- Their jurisdiction must require at least 70% passing on the written and practical exams
- If you have been **convicted of a crime**, you must filed documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/License fee (\$40)

No exam required. License is issued upon approval.

#### **F. Beauty Culture Instructor License by Reciprocity Application Requirements**

- At least 18 years of age
- Hold an Indiana cosmetology, esthetician, manicurist, electrologist, or barber license.
- Graduated from high school or equivalent of a high school education
- Original Instructor License Certification from the state(s) you are currently licensed in. (if from a foreign country, must include an English translation of the documents)
- Your jurisdiction must require 1000 instructor education hours in a beauty culture school or one (1) year of licensed practice is equal to 100 hours of education to an applicant who has completed a minimum of \*700 hours of education.
- Your jurisdiction must require at least 70% passing on the written and practical exams
- Foreign applicants only: High school diploma or record of last year attended and cosmetology school diploma.
- If you have been **convicted of a crime**, you must filed documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.

No exam required. License is issued upon approval.

**Once licensed as a Beauty Culture Instructor you may teach any subject as long as you hold that type of license. Instructors also licensed as cosmetologist may teach cosmetology or manicuring. No further notification to the board is required.**

## **II. PROVISIONAL LICENSE:**

- File the Application for Beauty Culture Professional Provisional License
- Education transcript (if from a foreign country, must include an English translation of the documents)
- Proof of experience, such as proof of salon employment in their country or origin if able
- Must have a supervising licensee that will oversee their practice in Indiana
- If you have been **convicted of a crime**, you must filed documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40
- Board must consider the application. Staff cannot issue without board approval.

No exam required. License is issued upon approval.

### **III. TRANSFER HOURS FROM AN OUT OF STATE SCHOOL TO AN INDIANA SCHOOL:**

**\*If the board denies a provisional license, the applicant can follow the chart below to transfer their hours to an Indiana school and take our exam. (Every license but Electrology)**

Indiana beauty culture schools **MAY** accept education hours for **COSMETOLOGIST, MANICURIST, ESTHETICIAN, BARBER, and INSTRUCTOR** students transferring from an out of state cosmetology school providing the Indiana school verifies the student's previous education, such as maintaining a record of a detailed transcript from the non-licensed school. It will be the Indiana school's responsibility to determine the number of additional hours/subject matter needed to complete the Indiana requirements. The student **must** complete the Indiana specific course work in the Indiana school regardless of the number of hours completed in the non-licensed school. (SEE HOURS BELOW)

Once the student completes the necessary Indiana specific hours as outlined below along with any other course work/hours as determined by the Indiana school, the Indiana school may verify the total number of hours required for that license type, including the non-licensed school hours, on an examination application to be filed with the board.

#### **Indiana specific hours in theory and demonstration practice:**

<b>COSMETOLOGY &amp; MANICURIST:</b>	Sanitation, 40 Statutes and Rules, 10
<b>ESTHETICIAN:</b>	Bacteriology, Sterilization, and Sanitation, 35 (20 of which shall be in actual practice) Statutes and Rules, 10
<b>BARBER:</b>	Sanitation, 40 Statutes and Rules, 20
<b>BEAUTY CULTURE INSTRUCTOR:</b>	School administration, which includes Record keeping and Law and Rules, 50 (20 of which shall be in actual practice) With the 7/1/07 statute change, any type of instructor can transfer hours from another cosmetology school.

Pursuant to the statutes and rules, a licensed cosmetology school may **NOT** accept education hours for **ELECTROLOGIST** students from an out of state cosmetology school. Individuals with Electrologist education from an out of state cosmetology school must complete the entire course in a licensed school to be eligible to sit for the state examination and become licensed in Indiana.

### **IV. BY EXAMINATION**

#### **A. Cosmetology License by Examination Application Requirements**

- At least 18 years of age
- Completed tenth grade education or equivalent
- 1500 hours of education
- Pass written and practical examination
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

## **B. Manicurist License by Examination Application Requirements**

- At least 18 years of age
- Completed eighth grade education or equivalent
- 450 hours of education
- Pass written and practical examination
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

## **C. Esthetician License by Examination Application Requirements**

- At least 18 years of age
- Completed tenth grade education or equivalent
- 700 hours of education
- Pass written and practical examination
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

## **D. Electrology License by Examination Application Requirements**

- At least 18 years of age
- Must hold a valid Indiana cosmetology license or Indiana esthetician license
- Completed tenth grade education or equivalent
- 300 hours of education
- Pass written and practical examination
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.
- Application/license fee of \$40

## **E. Barber License by Examination Application Requirements**

- At least 18 years of age; or 17 years of age and is a graduate of high school
- 1500 hours of education
- Pass written and practical examination
- Application/License fee (\$40)
- If you have been **convicted of a crime**, you must file documents indicating the conviction record along with any probationary status including when probation is expected to be released or has been released.

## **F. Beauty Culture Instructor License by Examination Application Requirements**

- At least 18 years of age
- Graduated from high school or equivalent of a high school education
- Hold an Indiana cosmetology, esthetician, manicurist, electrologist, or barber license.
- 1000 hours of education
- Pass written and practical examination

# **V. BEAUTY CULTURE SALON LICENSES**

## **A. Cosmetology Salon Application Requirements**

- If salon location has an existing or previous license issued that was disciplined by the board, the applicant must provide a copy of the lease agreement and two utility bills. A temporary permit will not be issued and the application must be considered by the board.

- Pay the license fee of \$40

Temporary permit is issued upon receipt of a complete application. License is issued upon approved inspection report from the state inspector.

## **VI. BEAUTY CULTURE SCHOOL LICENSE**

### **License Requirements**

- Must offer 1500 hours of course work
- Not more than 10 hours of course work may be taken during one day
- The course shall provide instruction in all theories and practical applications of beauty culture
- Provide one instructor for every 20 or fewer students
- Operate under the personal supervision of a licensed beauty culture instructor
- Obtain building permit, certificate of occupancy or other planning approval
- If school is located in the same building as a residence, it must be separated from the residence by a substantial floor to ceiling partition and have a separate entrance.
- Must require students to pass a written and practical examination
- Detailed drawing of the premises where the instruction is to take place, including the size of the building and the number of barber chairs available.
- Statement, certified by a public accountant licensed to practice in Indiana, of the assets and liabilities and net worth of the person or firm making the application.
- Evidence that a performance bond of \$25,000.00 guaranteeing the operation of the school for three years and conditioned on compliance with barbering laws and regulations applicable to the school has been secured.
- Complete copy of the curriculum and tuition rates with the curriculum organized in a written form showing the sequence in which various subjects are to be taught and the number of sessions of hours for each subject
- Pay the fee of \$400

## **VII. TANNING FACILITIES**

### **A. Tanning Facility Application Requirements**

- Completed application.
- Pay the license fee of \$200.00